

# Bridge Procedure for Graduate Programs

## Graduate Courses for Undergraduates

Undergraduates have two possible options for earning graduate credits during their undergraduate experience.

### **Non-Graduate Bridge Option\***

An undergraduate student with senior standing and a GPA of at least 3.0 may enroll in 6000-level graduate courses provided that such enrollment does not cause the student's total credit hour load to exceed 18 credits for the term. At the time of authorized enrollment, the student must choose whether the graduate credits will be applied toward electives within the baccalaureate program or reserved as graduate credits to be applied toward a graduate program at a future date. Graduate credits for a specific course earned under this provision cannot be applied simultaneously to both an undergraduate and graduate degree and program. Before registering for courses, the student must have the approval of the course instructor and the department chair where the credit will be applied. The credit may be used for graduate credit at SUU only after the student is admitted to a graduate program at the University. The maximum amount of such credit that will be accepted at SUU is 12 hours.

\*MPA, MAPC, MIS are excluded from this option.

### **Graduate Bridge Option**

In academic programs that strategically choose to participate, and at the level selected, SUU undergraduates may request to earn up to 12 graduate credits (dependent upon the graduate program). By taking SUU graduate courses, the credits earned may apply toward an SUU graduate degree program. The respective graduate program advisor must preemptively approve all such enrollment. Each course may only be attempted once. Once earned, the 12 credits (dependent upon the graduate program) may also be applied toward the identified graduate program.

Bridge application approval for one program is not necessarily transferable to another program and also that bridge classes completed in one program won't necessarily count in another program.

## **Student Bridge Information:**

1. Students must fill out the Bridge application and be approved before registering for graduate courses with the help of the graduate advisor, not their undergraduate advisor
  - a. Arts Administration - Rachel Parker
  - b. Business Analytics - Miranda Gubler
  - c. Cyber Security and Information Assurance - Jaden Hunt
  - d. Education - Tamara Lovell
  - e. Interdisciplinary Studies - Tori Taulogo
  - f. Music Technology - Tori Taulogo
  - g. Professional Communication - Tori Taulogo
  - h. Public Administration - Jaden Hunt
2. Students must have a minimum cumulative GPA of 3.0 and 60 credits in order to participate in the Bridge program. GPA will be verified at the beginning of each semester.
  - a. GPA exclusion applies to the MIS program with Director approval to take MIS courses only (cannot take other program courses if cumulative GPA is below 3.0)
3. A list of approved Bridge courses for each program will be provided.
4. Students may participate in more than one Bridge program concurrently. An application will need to be filled out for each program the student is participating in.
  - a. A maximum of 6 graduate credits is allowed per semester.
  - b. A maximum of 18 credits is allowed while participating in the Bridge program.
  - c. A maximum of 12 credits is applicable toward a bachelor's degree.
  - d. Courses will not be cross-posted within the graduate program student applied to, with the exception of the MIS degree.
5. All students who meet the requirements are eligible to participate in the Bridge program.
6. When applying for graduation, the student must email [registrar@suu.edu](mailto:registrar@suu.edu) requesting the graduate bridge credits earned be counted toward their undergraduate degree. Put "Petition for Credit" in the subject line.

## **Bridge Process**

1. Bridge applications will be sent to the graduate admission office where GPA and credits are verified and automatically admitted/denied.

- a. Students with a minimum cumulative 3.0 GPA and 60 credits will be automatically admitted.
  - b. Those with under a 3.0 will be denied. (except for MIS where Cynthia will approve/deny and students will only be able to register for INDS courses.)
  - c. Students will be sent a welcome/denial letter and added to the Bridge tracker (everyone will have access)
2. Add/Drop forms for Bridge course registration will cease. Students will contact the graduate advisor for registration.
    - a. The 3.0 minimum GPA will be verified by the graduate advisor before registration in a graduate course is allowed.
    - b. Directors will no longer need to approve Bridge students into courses.
    - c. If an add/drop form is submitted, the registrar office will route it to Lynn. Lynn can then forward it to an advisor through the approval queue in the portal.
  3. Bridge Tracker will be fully updated with all pertinent information and shared with everyone.

**Specific program rules:**

- a. **Arts:** Advisor MUST communicate with Rachel before registration and gradapps must communicate with her at the time of admission.
- b. **CYBER:** Advisor and Admissions MUST communicate with Shalini before any approvals. She would like the add/drop form to continue.